



COMMONWEALTH OF KENTUCKY
PERSONNEL CABINET
200 FAIR OAKS LANE
5th FLOOR
FRANKFORT, KENTUCKY 40601

Carol M. Palmore
Acting Secretary

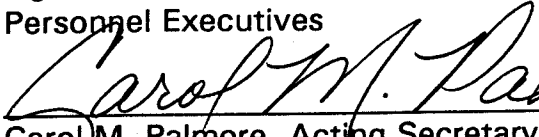
Paul E. Patton
Governor

April 21, 1998

MEMORANDUM

PERSONNEL MEMO 98 - 3

TO: Cabinet Secretaries
Agency Heads
Personnel Executives

FROM: 
Carol M. Palmore, Acting Secretary

SUBJECT: Title Changes of Vacant Positions

For several years, agencies have been able to change the title of a vacant position by simply doing a title change personnel action. A recent court ruling has indicated that this practice is not acceptable. Accordingly, effective immediately, changes of classification for a vacant position must be handled by abolishing the vacant position and establishing a position in the needed class. This action can be done on one P-1, and must be accompanied by the required Position Description (PD).

Should you have any questions, please contact Jackie Shrout at (502) 564-6873 or your Classification Analyst in the Division of Classification and Compensation at (502) 564-4503.